

Job Description

Job Title:	Lead Librarian for Teaching & Pedagogy
Career (R&R) Level:	Executive Manager
Department:	Library and Study Skills Service
Reporting to:	Deputy Director - Library User Experience
Location:	Dual - Specific Campus and Remote
Direct Reports:	Programme Lead Librarians

Library and Study Skills Service

The Library and Study Skills Service at the University of Law supports all students and staff, regardless of location. We have physical libraries at each of our UK campuses alongside online collections and support, including for the Online Campus and partner institutions in the UK and globally. Our four teams (Collections & Research, Digital Education, Study Skills and User Experience) provide the professional expertise and high quality, relevant, accessible collections to equip our students and staff with the information literacy, digital and academic skills to navigate learning and teaching at the University of Law with confidence, and to excel in their lives beyond.

Lead Librarian for Teaching & Pedagogy

Lead roles in the Library and Study Skills Service share operational oversight for delivering a highly professional, student-centred service across all our campuses and online. They work in partnership with students, colleagues and other stakeholders in order to provide a flexible and inclusive service that is constantly evolving to meet the changing needs and priorities of the University. The Lead Librarian for Teaching & Pedagogy sits in the User Experience team and oversees the library's approach to pedagogy and embedding skills workshops into the curriculum. They line manage a number of our Programme Lead Librarians and lead the team's academic engagement and partnership activities.

Main function of Job:

The Lead Librarian for Teaching & Pedagogy proactively designs and develops our approach to skills teaching and supports the wider team to develop related skills and knowledge. They are an active contributor at committees and regularly represent the service and university at external events. They are proactive in designing and reviewing our service level agreements and benchmarking best practice from relevant sectors. The Lead Librarian works remotely but is affiliated to a specific campus and will be on campus to support teaching and partnership requirements as necessary. They will need to travel on occasion to support their direct reports – Programme Lead Librarians based at our campuses across the UK – and meet with other colleagues in lead roles in the service.

Key responsibilities include:

- Operational oversight and delivery of our in-person and livestreamed teaching activities and benchmarking with relevant sectors
- Equipping all members of the service to take a pedagogical-informed approach to designing and delivering learning interventions
- Partnering with designated programme leads and/or partner institutions to determine and fulfil requirements relating to collections, skills development and learning spaces
- Designing and delivering accessible high-quality workshops, webinars and self-directed materials to support students' information, digital and academic skills
- Collaborative working with stakeholders at all levels to gather insight and co-create services

Reporting Lines:

- Lead roles report directly to the Deputy Director - Library User Experience and have Programme Lead Librarians as direct reports

Specific Responsibilities:

Operational oversight and service development

- Design and develop the library team's approach to in-person and livestreamed teaching activities
- Plan and co-ordinate a framework for embedded skills workshops and our induction programme; ensure relevant data is captured and feeds into learning analytics
- Establish and maintain an ongoing programme of peer observation and reflective practice within the Library and Study Skills Service
- Partner with senior colleagues across the university to ensure all aspect of library provision are embedded in programme design and review processes
- Oversee the delivery of student learning opportunities facilitated by publishers

Continuous service improvement and business delivery

- Close working with both national and local Programme Leads, and other lead roles in the service, to support the curriculum and student attainment
- Work with the wider team of librarians to support and develop colleagues across the service and to celebrate the success of teams and individuals
- Participate in the delivery of collection development and research support activities led by the Collections & Research team
- Utilise analytics, benchmarking and feedback to assess and review the development of teaching activity across the library team and to inform Key Performance Indicators
- Lead and contribute to projects as part of ongoing service improvement

Learning Support and Digital Learning

- Lead the development of a programme of teaching on information literacy, digital and academic skills for delivery on campus or by webinar to support student attainment and staff success
- Oversee the User Experience team's co-ordination and delivery of campus-based and online teaching to large and small groups, and personalised one-to-one sessions
- Design self-directed online materials for inclusion in our skills platform (the Skills Academy), with support from colleagues specialising in digital delivery

- Undertake peer review activities with colleagues across the Library and Study Skills Service as part of enhancing our skills teaching offering

Customer support / client service

- Role-model our customer service values in interactions with students and other stakeholders
- Act as a key contact for owning and resolving customer and supplier issues and enquiries
- Participate in online and in-person enquiry activities and provide professional and timely responses
- Maintain a high standard of confidentiality whilst ensuring all relevant staff are kept fully informed of any issues arising
- Proactively seek feedback and contribute to quality assurance activities

Teamwork and Team Leadership

- Management, development and appraisal of members of the User Experience team, including leading recruitment activities and co-ordinating workloads and priorities; motivate and lead the team to support student success
- Promote and sustain a constructive, supportive and friendly working relationship with all service users, external and internal, immediate and senior management and other colleagues in order to maintain high levels of client support or delivery
- Proactively participate and contribute to institution wide activities, meetings and events to raise the profile of the library
- Promote and maintain effective relationships with students, staff and external visitors, suppliers and all stakeholders, ensuring they are dealt with in a professional manner
- Ability to work occasional evening, weekends and public holidays to provide relief cover for other members of the team and meet the needs of the service as required
- Support the Deputy Director – Library User Experience in ensuring that strategic targets are met; contribute to setting objectives for future development of the service
- Deputise for senior colleagues on projects and in meetings as appropriate and provide cover for other library staff in the regional hub where necessary

Professional Skills

- Actively take responsibility for own personal career development and networking
- Reflect on individual and team performance; identify and undertake appropriate training to improve capabilities
- Keep updated on relevant developments in Higher Education, with particular reference to ULaw's subject portfolio and strategic objectives
- Develop and maintain an awareness of the latest developments in Higher Education teaching best practice

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by members of the Library Senior Team.

The job holder has a duty to take reasonable care for the health and safety of themselves and of other persons with whom they come into contact at work. The job holder also has a duty to co-operate with the University in complying with any statutory duty or requirement concerning health and safety at work. In particular, they must familiarise themselves with the Health and Safety Policy and its safety and fire procedures.

This job description is to be read in conjunction with the relevant Roles and Responsibilities Career Level document.

Job description is correct at November 2023. It may vary in consultation with the post holder to reflect changes within the market place, in Library Services and the University.

Person Specification

Job Title: Lead Librarian for Teaching & Pedagogy

Role Level: Executive Manager

Department: Library and Study Skills Service

1. TRAINING & EDUCATION

Essential	Desirable
- Educated to degree level or equivalent qualification / professional experience - Teaching qualification (FHEA or ALDinHE Certified Practitioner), or suitably qualified by experience - Library or Information qualification, or suitably qualified by experience	

2. EXPERIENCE

Essential	Desirable
- Experience of managing and leading a team through change - Experience of introducing new services and ways of working - Experience of teaching and training activities in a library context - Experience of co-creating learning interventions with academic colleagues - Experience of working in a customer service environment	Experience of working in an academic, business or legal library or information service

3. SKILLS & KNOWLEDGE

Essential	Desirable
- Excellent knowledge of current information literacy and pedagogy practices - Expert communication skills, including influencing, persuading and diplomacy - Ability to lead and manage projects - Excellent time management and organisational skills - Strong IT skills e.g. confident user of Microsoft Office products and able to troubleshoot IT problems - Current awareness of developments in academic libraries	Knowledge of library collections relevant to the ULaw subject portfolio (e.g. Law, Business, Psychology, Social Sciences)

4. BEHAVIOURAL SKILLS

Essential	Desirable
- Able to inspire and motivate others - Proactive and flexible - Skilled networker - Reflective practitioner - Able to work under pressure to deadlines - Able to work on own initiative and problem solve	

5. SPECIAL CIRCUMSTANCES

Essential	Desirable
- Occasional weekend or evening working - Willingness to travel on occasion to campuses across the UK	

